

Pt. 1212

14 CFR Ch. V (1–1–01 Edition)

will be made as soon as the test is completed and the data are deemed releasable by NASA. For company projects, the data will be transmitted as directed by the company. The data for Government projects will be transmitted simultaneously to the sponsoring Government agency and the contractor (if applicable), unless otherwise directed by the sponsoring agency.

(f) *Shops and office space.* During the conduct of user testing, NASA will provide desk space and at least limited use of the shop facilities to the user whose projects are under test.

(g) *User furnished personnel.* User personnel associated with each project will be agreed upon between the user and facility staff prior to the test.

PART 1211 [RESERVED]

PART 1212—PRIVACY ACT—NASA REGULATIONS

Subpart 1212.1—Basic Policy

Sec.

- 1212.100 Scope and purpose.
- 1212.101 Definitions.

Subpart 1212.2—Access to Records

- 1212.200 Determining existence of records subject to the Privacy Act.
- 1212.201 Requesting a record.
- 1212.202 Identification procedures.
- 1212.203 Disclosures.
- 1212.204 Fees.
- 1212.205 Exceptions to individuals' rights of access.

Subpart 1212.3—Amendments to Privacy Act Records

- 1212.300 Requesting amendment.
- 1212.301 Processing the request to amend.
- 1212.302 Granting the request to amend.

Subpart 1212.4—Appeals and Related Matters

- 1212.400 Appeals.
- 1212.401 Filing statements of dispute.
- 1212.402 Disclosure to third parties of disputed records.

Subpart 1212.5—Exemptions to Individuals' Rights of Access

- 1212.500 Exemptions under 5 U.S.C. 552a (j) and (k).
- 1212.501 Record systems determined to be exempt.

Subpart 1212.6—Instructions for NASA Employees

- 1212.600 General policy.
- 1212.601 Maintenance and publication requirements for systems of records.
- 1212.602 Requirements for collecting information.
- 1212.603 Mailing lists.
- 1212.604 Social security numbers.
- 1212.605 Safeguarding information in systems of records.
- 1212.606 Duplicate copies of records or portions of records.

Subpart 1212.7—NASA Authority and Responsibilities

- 1212.700 NASA employees.
- 1212.701 Assistant Deputy Administrator.
- 1212.702 Associate Administrator for Management Systems and Facilities.
- 1212.703 Headquarters and Field or Component Installations.
- 1212.704 System manager.
- 1212.705 Assistant Administrator for Procurement.
- 1212.706 Delegation of authority.

Subpart 1212.8—Failure to Comply With Requirements of This Part

- 1212.800 Civil remedies.
- 1212.801 Criminal penalties.

AUTHORITY: The National Aeronautics and Space Act of 1958, as amended, 72 Stat. 429, 42 U.S.C. 2473; the Privacy Act of 1974, as amended, 88 Stat. 1896, 5 U.S.C. 552a.

SOURCE: 57 FR 4928, Feb. 11, 1992, unless otherwise noted.

Subpart 1212.1—Basic Policy

§ 1212.100 Scope and purpose.

This part 1212 implements the Privacy Act of 1974, as amended (5 U.S.C. 552a). It establishes procedures for individuals to access their Privacy Act records and to request amendment of information in records concerning them. It also provides procedures for administrative appeals and other remedies. This part applies to systems of records located at or under the cognizance of NASA Headquarters, NASA Field Installations, and NASA Component Installations, as defined in part 1201 of this chapter.

§ 1212.101 Definitions.

For the purposes of this part, the following definitions shall apply in addition to definitions contained in the

Privacy Act of 1974, as amended (5 U.S.C. 552a):

(a) The term *individual* means a living person who is either a citizen of the United States or an alien lawfully admitted for permanent residence.

(b) The term *maintain* includes maintain, collect, use or disseminate.

(c) The term *record* means any item, collection, or grouping of information about an individual including, but not limited to, education, financial transactions, medical history, and criminal or employment history, and that contains a name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

(d) The term *system of records* means a group of any records from which information is retrieved by the name of the individual or by some identifying number, symbol or other identifying particular assigned to the individual.

(e) The term *system manager* means the NASA official who is responsible for a system of records as designated in the system notice of that system of records published in the FEDERAL REGISTER. When a system of records includes portions located at more than one NASA Installation, the term *system manager* includes any subsystem manager designated in the system notice as being responsible for that portion of the system of records located at the respective Installation.

(f) The term *systems notice* means, with respect to a system of records the publication of information in the FEDERAL REGISTER upon establishment or revision of the existence and character of the system of records. The notice shall include that information as required by 5 U.S.C. 552a(e)(4).

(g) The term *routine use* means, with respect to the disclosure of a record, the use of the record for a purpose which is compatible with the purpose for which it was collected.

(h) The term *NASA employee* or *NASA official*, particularly for the purpose of § 1212.203(g) related to the disclosure of a record to those who have a need for the record in the performance of their official duties, includes employees of a NASA contractor which operates or

maintains a NASA system of records for or on behalf of NASA.

(i) The term *NASA information center* refers to information centers established to facilitate public access to NASA records under part 1206 of this chapter. See § 1206.401 of this chapter for the address of each NASA information center.

Subpart 1212.2—Access to Records

§ 1212.200 Determining existence of records subject to the Privacy Act.

The procedures outlined in this subpart 1212.2 apply to the following types of requests under the Privacy Act made by individuals concerning records about themselves:

(a) To determine if information on the requester is included in a system of records;

(b) For access to a record; and

(c) For an accounting of disclosures of the individual's Privacy Act records.

§ 1212.201 Requesting a record.

(a) Individuals may request access to their Privacy Act records, either in person or in writing.

(b) Individuals may also authorize a third party to have access to their Privacy Act records. This authorization shall be in writing, signed by the individual and contain the individual's address as well as the name and address of the representative being authorized access. The identities of both the subject individual and the representative must be verified in accordance with the procedures set forth in § 1212.202 of this part.

(c)(1) Requests must be directed to the appropriate system manager, or, if unknown, to the NASA Headquarters or Field Installation Information Center. The request should be identified clearly on the envelope and on the letter as a "Request Under the Privacy Act."

(2) Where possible, requests should contain the following information to ensure timely processing:

(i) Name and address of subject.

(ii) Identity of the system of records.

(iii) Nature of the request.